



NewsLink

A MONTHLY PUBLICATION OF CSOSA



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December 2003

Voice of the Director



Paul A. Quander, Jr.

In 1987, I became Section Chief for the Correctional Litigation Section in the Office of the Corporation Counsel, D.C. With that role came supervisory responsibility for a staff of attorneys, investigators and support personnel. My team was responsible for all the litigation needs of the D.C. Department of Corrections. Our cases ranged from individual inmate suits against the Department to major institutional reform class action lawsuits. The new position required that I supervise attorneys who had previously been my professional peers in the Office of the Corporation Counsel. While I hoped that my friendships with these people would not suffer as a result of my new supervisory responsibilities, I recognized that my first priority was to produce a high quality work product. Reaching that goal would require that I be an effective leader, that each member of the team contribute fully and that we all share a commitment to achieving the mission of the office.

It was a time of serious fiscal crisis in the District of Columbia. Lorton had not yet

closed and the 300-acre Lorton Correctional Complex consisted of seven institutions housing over 10,000 inmates. Another 1,700 men and women were housed at the D.C. Jail. Even with six staff attorneys, the Correctional Litigation Section was understaffed and inmate and staff lawsuits against the city further strained an already bare bones budget.

For sure there were the usual growing pains and adjustments to the change in leadership. Our success, however, lay in our ability to remain focused on the mission of providing competent legal representation to the Department of Corrections in every case. My basic expectations for staff have not changed since my days in Correctional Litigation: show up regularly and on time, produce a quality product, be attentive to your customers/clients and follow established policies and procedures.

As SMART continues to mature, our ability to extract detailed data will increase dramatically. While I am excited about the opportunities this presents for us to fine-tune all of our programs, there have been grumblings from the field about supervisors and managers

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Special Points of Interest:

- *Reflections of the CSOSA/PSA Holiday Extravaganza*
- *CSOSA's efforts to help provide more job opportunities to offenders*
- *Release Readiness Program held at Rivers Correctional Facility*
- *OGC tells why you should keep your financial house in order*
- *Get to know the Forensic Toxicology Drug Testing Lab*
- *How much do you know about the flu? "Test Your Flu I.Q." in this edition's Health & Fitness segment*

CSOSA's Mission Statement

The mission of the Court Services and Offender Supervision Agency for the District of Columbia is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community. The Agency will enhance decision-making and provide effective community supervision, thereby ensuring public confidence in the criminal justice system.

CSOSA Events

REFLECTIONS OF CSOSA AND PSA'S 2003 HOLIDAY EXTRAVAGANZA: "One Mission - One World"



CSOSA and PSA staff end the year "on the good foot", dancing the night away.

On December 5, 2003, despite snowfall and cold weather conditions, CSOSA and PSA staff gathered together at the Best Western Hotel in Oxen Hill, Maryland to celebrate the holiday season in style. Dressed to impress, colleagues across the agency merrily came out to reflect on the past months of 2003, meet and greet friends who worked in other offices, and make toasts to the year ahead. Following a delightful meal and a few commemorative words from CSOSA Director Paul Quander, Jr. and PSA Director Susan Shaffer, the dance floor was instantly crowded with folks looking to end the year on a festive note. The celebration marked the first time the agency planned for an off-site holiday party, and judging from the turnout and overall success of the event, it won't be the last. Thanks to Margaret Quick and the entire planning committee for making this year's holiday extravaganza one to remember.





The Executive Committee of the CSOSA/PSA Employee Recreation Association would like to once again, thank everyone who came out and participated in the **1st Annual Basketball Tournament** held on Saturday, December 6, 2003.

CONGRATULATIONS TO THE WINNING TEAM!

CSO Paul Edelin, Captain

CSO Joseph Bankins

CSO Kevin Dick

CSO James Epps

SCSO Gregory Harrison

CSO Andre Jordan

CSO Tyrone "Skip" Williams

Remember that the Recreation Association's membership drive is ongoing. With your membership, we can continue to offer interesting and enjoyable recreational activities for all employees. For membership information or to offer any suggestions on activities, please feel free to contact any of the following committee members:

| | |
|------------------|----------------|
| Daniel Epps | (202) 585-7410 |
| Jermaine Cooper | (202) 220-5313 |
| Emesha James | (202) 585-7804 |
| Tiffany Kirkland | (202) 585-7756 |
| Chenea Cary | (202) 585-7368 |
| Tracie Wilson | (202) 585-7991 |
| Deandro Baker | (202) 585-7460 |

CSOSA AND THE JOBS COALITION URGE EMPLOYERS TO HIRE OFFENDERS

*Submitted by Cedric R. Hendricks,
Associate Director, OLIPA*

Neither career nor basic job opportunities have been in sufficient supply to meet the needs of offenders under community supervision. However, a recent forum sponsored by the JOBS Coalition may help to change that. Over 125 local employers, advocacy groups, community based service providers and CSOSA staff came together on December 10, 2003 at the J.W. Marriott Hotel to address the need for employment and training opportunities for the offender population in the District of Columbia.

The JOBS Coalition was formed two years ago by clergy from the local faith community and the Associated Builders and Contractors of Metro Washington. Its mission is to strengthen the city's apprenticeship training and job placement programs by broadening their scope to reach the young, underserved, the unemployed and the returning offender. The recent forum was the JOBS

Coalition's fourth, and by all accounts, its most successful.

Along with Jasper Ormond, CSOSA's Associate Director of Community Justice Programs, speakers at the forum included Congresswoman Eleanor Holmes Norton, City Administrator Robert Bobb, and Councilmembers Kathy Patterson and David Catania. In addition, a group of D.C. inmates from the Rivers Correctional Institution participated through the use of CSOSA's video conferencing technology. A panel of offenders, on and off supervision, successfully holding down jobs and supporting themselves and their families, also participated.

The remarks and discussion touched on the educational and work experience of offenders, barriers to their employment, and the benefits of providing them with career opportunities. The comments of the men incarcerated at Rivers proved both enlightening and challenging. They revealed educational histories that reflected the lack of a diploma or GED, but included the completion of two years of colleague. The work histories ranged from unskilled to skilled. What was made clear, however, is the need to have resources and services in place to help each and every offender progress.

Jasper Ormond identified the capacity for home ownership in Washington, D.C. as a goal for each offender's workforce development efforts. To achieve it, the labor market must offer offenders real career prospects. Councilmember Catania criticized the existing One-Stop Career Centers operated by the D.C. Department of Employment Services for failing to meet the career development needs of offenders. However, City Administrator Robert Bobb announced that in January 2004, the District government was going to open up a new One-Stop at 609 H Street, N.E., to exclusively serve returning offenders. Through a program called Project Empowerment Plus, this One-Stop will not only provide employment related services, but will assist offenders with their housing, healthcare and other critical needs.

Myles Gladstone, Vice President for Human Resources at Miller and Long Construction Company, translated the forum discussion into real opportunity by offering two of the Rivers inmate's jobs upon their release to the community. Both men are now out will meet with Mr. Gladstone this week to begin the hiring process. Clark Construction followed up on this example by making a commitment to rehire a former employee among the Rivers group. The JOBS Coalition will be following up with the rest of the participating employers to connect them with offenders ready for work.



RELEASE READINESS PROGRAM HELD AT RIVERS CORRECTIONAL INSTITUTION

*Submitted by Mary Ann N. Wood, Management Analyst
Standards and Compliance Unit*



Rivers Correctional Institution
Winton, North Carolina

Built as a federal contract prison under the Federal Bureau of Prisons, Rivers Correctional Institution houses inmates classified under Minimum security. More importantly, Rivers is the first institution to participate in the Release Readiness Program. On October 28th, 2003 a Job Fair and Release Readiness Program was held at Rivers which brought out approximately 120 inmates who will be returning to the District for supervised release. I had the pleasure of attending this important event as one of the representatives from CSOSA's Community Supervision Services Division.

As the Re-entry Mentoring Program marks its second year anniversary, the CSOSA/Faith Community Partnership continues to provide formal certifications and training to faith institutions to serve as mentor centers for ex-offenders. Since January 2003, the Re-entry Mentoring Program had over 75 volunteers from the faith community. Its ministry has grown to where the number of mentees is beginning to outnumber the mentors.

The program at Rivers opened with an introduction from each member of the panel. Rahim Jenkins, Senior Policy Advisor on Re-entry, Office of the Mayor, commanded attention when he asserted, "Today is the day of living and saying, 'enough is enough'. I challenge you to embark upon change."

"The most popular person here," bantered CSS Associate Director Thomas to Joanne Kelly, Parole Analyst for the United States Parole Commission. Approximately 70% of the participants are parole violators, 15% are parole violators with new offenses, all of who are eager to understand how their cases will be affected with the transfer of Parole decision-making authorities to the United States Parole Commission.

Given that re-entry begins with pre-release planning, SCSO Mary Anna Portner and CSO Noble Ihezue introduced the Transitional Intervention for Parole Supervision (TIPS) process. They discussed the need to develop a supervision plan and the rewards of family re-unification. Delivering a quasi-mass orientation, CSOs Saher Khan and Jeffrey Barlow focused on community supervision and delivered a message of accountability. The accountability tours, in particular, evoked some resistance from the offenders. "I would rather you think we come off as harsh now and you succeed while on supervision than soften up the presentation and set you up for failure later," said CSO Barlow.

"The big challenge is keeping, not getting the job," said Wil Parker, Vocational Opportunities Training Education and Employment (VOTEE) Program Manager. The educational, vocational and job development programs offered at VOTEE will provide the inmates with an opportunity to enhance their skills upon their release.

With its 7-year history, and 206 graduates, Reverend Stephen Tucker boasted the 84% job placement made by the Jobs Partnership at Greater Washington. The program's retention rate peaked at 86% with 1:8 ex-offenders remaining in the same, if not better employment after job placement. "You're more than what your name is, but you have to have integrity when you take a job," said Reverend Tucker.

At the end of the program, offenders were offered an opportunity to meet with each member of the panel to discuss their case. I watched as some inmates networked around the room asking for each person's name, title, phone number and organization. "I was really impressed with the offenders. They asked intelligent questions and they seemed motivated," said SCSO Mary Anna Portner.

As I looked around the room, I observed eyes filled with hope, some with doubt, and some with resistance. But the embodiment of spirituality, faith and hope became so contagious that doubt and resistance turned into probability. Reverend Stephen Tucker – Pastor, New Commandment Baptist Church preached, "If you're legit, you don't have to look over your shoulder no more. If you have paid the price, you don't have to look over your shoulder no more. It's a good feeling. It's called PEACE." Perhaps we can all hope the mothers and fathers of the offenders who participate in this program won't be morning when they say, "My son is finally at peace".



A LOOK BACK AT CSOSA'S OBSERVANCE OF NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH: "Does Treatment Really Work?"

Each year, the month of October is nationally recognized as Domestic Violence Awareness Month in most major cities and states in the United States. U. S. Congress passed Commemorative Legislation in 1989 to remember and honor victims and survivors who experience or have experienced domestic violence. The festivities and forums are also used to educate the general community about the dynamics of intimate and family abuse. In addition, many domestic violence professionals use the platform to offer community resources to people who may be in an abusive relationship or know someone who may be in one.

In similar fashion, this past October, CSOSA's Special Supervision Branch IV organized an event to illuminate to its staff the prevalence of domestic violence in Washington, D.C. Diverting from many of the traditional agendas that often quote statistics, give graphic and disturbing victims/survivors testimonies, or place blame on systems that are in place to address domestic violence, the Domestic Violence Intervention Program (DVIP), in conjunction with Domestic Violence Supervision Teams, coordinated an unprecedented panel discussion on October 28, 2003. The panel was made up of participants who have received, or are receiving, treatment from CSOSA's DVIP. The purpose for the discussion was to facilitate a dialogue to address, more importantly, to answer the essential question "Does treatment really work?"

Overall, the program appeared to be an enlightening experience to all those who attended. It was the first time that SCSOs, CSOs, CSAs, perpetrators, victims, and some family had an opportunity to hear the experiences of perpetrators in a protective, but educational forum. In her address, Reverend Cleakly of New Beginning Ministries challenged perpetrators of domestic violence to "stop in the name of love." She frequently advised the audience to think before one engages in abuse, "Do I want to go home or go to jail?"



Many in the audience were able to gain a better understanding of the powerful impact of intervention and "change" as explained by the panelists. In addition, CSOSA staff learned more about how the DVIP and DV Supervision Teams function

to achieve the agency's mission. From the personal disclosures, and questions and interaction generated from the

presentation, it is apparent that treatment does work. In response to the valuable information that came from the discussion, Branch IV has begun conversation to examine education and treatment strategies and approaches to better serve CSOSA and the District of Columbia.

*Submitted by SCSO John-Patrick Ifedi, PhD, LPC, CDVC;
CSO Walter N. Hagins, MSW, CCDVC
Domestic Violence Intervention Program (DVIP), Team #37*



Special Guest Rev. Cleakly
New Beginnings Ministries



SCSO Regina Scruggs
Branch IV, Team #38



CSO Marc Countiss
Branch IV, Team #37



**For more information on the
problem of domestic violence, visit
the National Coalition Against
Domestic Violence online
@ www.ncadv.org**

Office Updates



OGC UPDATE: WHY IT IS SO IMPORTANT TO GET YOUR FINANCIAL HOUSE IN ORDER

*Submitted By
Lisa Terry, OGC*

One of the more unusual sections in the ethics regulations is the provision relating to “just financial obligations” found at 5 C.F.R. § 2635.809. While it is really a very simple regulation to understand and comply with, it is not a regulation that most federal employees consider. That’s because it deals with behaviors that do not take place in the workplace. First, let me dissect this regulation for you phrase-by-phrase and then I will explain to you why it is important for you to get your financial house in order.

The regulation begins with the following phrase: “Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes that are imposed by law.” This is not a difficult concept to understand: you must pay your debts, especially your taxes.

The regulation then goes on to define what constitutes a “just financial obligation.” Basically, it is “any

financial obligation acknowledged by the employee or reduced to judgment by a court.” In other words, if you owe a creditor and you know you owe the creditor or a court has determined that you owe the creditor, then you have what is called a “just financial obligation” and you must pay the bill. Some of you may ask the following question: “What happens if I don’t pay the bill?” The answer is easy; the implementation leaves me a bit uneasy. Please let me explain.

I say the answer is easy because if you do not pay a bill that you acknowledged you owe or that has been reduced to a judgment, then you have violated this regulation and you can be subject to discipline. That is the easy part. The uneasy part comes with the implementation of the discipline. Let us just say, for example, that you are suspended for a week for failing to pay this bill. And the reason why you did not pay the bill was because you were in a dire financial situation. Our suspension of you for a week (think one-half of a paycheck) is just going to make your financial circumstances even worse. Sounds somewhat counter intuitive, does it not? Now, back to the regulation.

The next question that you should be thinking about is: “What do the words ‘in good faith’ mean?” “In good faith” means that an employee has an honest intention to pay the

creditor “in a timely manner.” The regulation goes on to provide that where a dispute exists between an employee and a creditor, the agency is under no obligation to determine the validity of the claim or to collect the debt on the behalf of the creditor. In other words, this is a fight between you and the creditor and we have no interest in getting in the middle of it.

Now that we have carefully walked through the regulation, let me incorporate why I am so concerned about this area. One reason is that my office has the dubious responsibility of having to review garnishment orders that have been levied against our employees both in CSOSA and PSA. To date, we have reviewed 31 orders. So at least initially, it is a workload issue. I am sure my counterparts in both human resource (HR) operations would agree. The HR staffs must make the entries into the payroll system that generate the payment to the creditor. The other reason I have concerns about this issue is the personal nature of the information we are required to review. Personally speaking, I take no pleasure in finding out that you are having difficulty paying your bills and I am sure my colleagues in HR would agree with me.

So, as you review your spending this past holiday season, be careful to keep current with your financial obligations.



TRAINING AND CAREER DEVELOPMENT CENTER UPDATE: ANNOUNCING THE USDA 2004 NEW LEADER PROGRAM

The John A. Carver Training and Career Development Center (TCDC) is proud to announce the USDA Graduate School 2004 New Leader Program (NLP). The NLP is a six-month developmental program sponsored by the USDA Graduate School that provides solid training and developmental experiences for federal employees. The program is designed for employees who have just entered leadership positions or who have a high potential for leadership in positions including team leaders, project leaders and administrative support.

A full description of the New Leader Program and a listing of the required application materials are available at the TCDC located at 633 Indiana Avenue on the 6th floor, or on CSOSA’s Intranet site (<http://csosaweb/>). The application deadline for this program is **January 26, 2004**. Please feel free to contact the TCDC at (202) 220-5627 if you have any questions.

GET TO KNOW CSOSA/PSA'S FORENSIC TOXICOLOGY DRUG TESTING LABORATORY

Submitted by Dr. James Jones, Director FTDTL

The mission of the Forensic Toxicology Drug Testing Laboratory (FTDTL) is to serve and support the mission of the Court Services and Offender Supervision Agency (CSOSA) and the Pretrial Services Agency (PSA) by:

- **Providing laboratory data that is timely, scientifically correct and forensically sound;**
- **Providing scientific and forensic information through scientific presentations and discussions to CSOSA/ PSA and other agencies;**
- **Providing expert testimony in forensic toxicology at judicial and administrative proceedings; and**
- **Maintaining a professional, ethical practice in forensic toxicology and providing a safe, adequate, secure and healthy work environment.**

To accomplish this, the FTDTL has established a quality system to ensure confidence that laboratory data is accurate, impartial, and relevant. It is imperative that all work conducted by the FTDTL be of the highest quality possible while congruent with the needs of the CSOSA/PSA. This applies to the actual technical laboratory work performed, written reports, and testimony provided by the toxicologists / chemists.

CSOSA/PSA's FTDTL strives to achieve technical competency by combining a number of components such as initial training, experience, continuing education through professional development, proficiency testing, and an appreciation of the scientific protocol/ methodology, all of which must be projected against a background of a proper professional ethic. For detailed information on these and other important aspects of CSOSA/PSA's Forensic Toxicology Drug Laboratory, such as specimen processing, staff training and FTDTL instrumentation, feel free to visit the FTDTL web link currently located on PSA's Intranet site (<http://infoweb/>) under "PSA Offices".



LABORATORY STAFF

Sixteen (16) Forensic Toxicologists / Chemists
Two (2) Laboratory Technicians
One (1) Program Assistant
(1 MD, 2 Ph.D., 7 M.S., 9 B.S.)



**Innocent Nwaopara,
Forensic Chemist**



**Dr. James Jones
Director, FTDTL**



**Karron Hall
Forensic Toxicologist**

STAFF LICENSE/ CERTIFICATION

Laboratory Director, Toxicology (Tennessee #14968)
Toxicologist Chemist, National Registry in Clinical Chemists
Diplomate, American Board of Criminalistics
Diplomate, American Board of Forensic Examiners
Chemist, Control Substances, Maryland Department of Health
American Society of Clinical Pathologists
National Certification for Medical Laboratory Personnel, Inc (NCA), CLS

LABORATORY CERTIFICATION

Laboratory is certified by U.S. Department of Health and Human Services

STAFF PROFESSIONAL MEMBERSHIPS

American Society of Crime Laboratory Directors
American Academy of Forensic Sciences
American Association for Clinical Chemistry
Society of Forensic Toxicologists
International Association of Forensic Toxicologists
Society of Hair Testing
Committee E-30 on Forensic Sciences, ASTM
Mid-Atlantic Association of Forensic Scientists
American Chemical Society



**Alan Petty
Forensic Toxicologist**



**Bryan Collins
Forensic Lab Tech**



**Dr. Richard Taylor
Forensic Chemist,
Lab Technical Director**



**Mikal Roc
Forensic Chemist,
Lab Operations Director**



**Yasmine Humphrey
Program Assistant**

Not Pictured:

**Jerome Robinson,
Forensic Research
Director**

**Sabrina Drakeford,
Forensic Toxicologist**

**J. Alvese Spraggins,
Forensic Toxicologist**

UPDATES FROM MANAGEMENT & ADMINISTRATION:

Facilities - Procurement - Security - Financial Management

- **Office Renovations at 633 Indiana Avenue** are almost complete. The majority of M&A staff are now located on the 7th & 8th floors, and all Community Justice Programs (CJP) staff, including the CJP Office of Research and Evaluation are now located on the 13th floor. The next major phase of the renovation is the expansion of Information Technology facility that houses the critical IT infrastructure. This project is currently in the design phase and estimated time for completion is 5 months.
- **Construction on the garage and basement level space at 1230 Taylor Street** is near completion. The basement space will provide offices for the Security Guard manager from Wackinhut, Inc, the Facilities Karrick Hall construction project team, agency equipment storage and **additional parking for staff stationed at 1230 Taylor Street.**
- **Occupant Emergency Plan (OEP) training for 3850 South Capitol Street** was completed on December 12, 2003. This completed the OEP development and training for all CSOSA field sites.
- **The Agency field office at 1707 Kalorama Road will be closing** because the building owner has not renewed the lease with the D. C. Superior Court. Two Interstate CSOs from 1707 Kalorama Road have been relocated to 25 K Street. The Kalorama General Supervision Team 10 was **relocated to 300 Indiana** on Monday, December 29th. In addition, **space for the new Interstate Team** was completed at 300 Indiana and staff from 25 K were relocated to suite 2118 at 300 Indiana.
- **New Field Offices** - Work continues to identify new field offices to replace 1707 Kalorama and 401 New York Avenue, and to establish a new field office in the far northeast, Ward 7 area. Property searches, building assessments, negotiations and community collaborations continue. While we are unable to divulge details at this time, these efforts are a high priority and progress is being made.
- **Karrick Hall Renovation Project** - The project is currently in the detail design phase. Architects and engineers of Heery International are developing plans that will be used to bid the construction work. The Offices of Security and Information Technology are developing detailed plans for security and IT systems. Within the next week, a web page will be posted on the CSOSA intranet to inform and advise everyone on progress. Several regulatory approvals are being sought. Recently, the Commission on Fine Arts approved the changes planned to the exterior of the building. Other key reviews and approvals will be required in the near future from the National Capital Planning Commission and the District of Columbia Regulatory Affairs office. Plans for the relocation of the **Assessment and Orientation Center** to a temporary facility are also in progress.
- **Drug Free Workplace Program (DFWP)** random drug testing began for managers and non-bargaining unit employees in early November. Negotiations with the Union continue for the bargaining unit employees.
- **An exterior surveillance camera** has been installed in the rear of **1418 Good Hope Road.**

Employee Transit Subsidy Program



In December, the Office of Financial Management announced and implemented the new SmartBenefits program. SmartBenefits allows participants to receive the monthly Metrochek transit benefit electronically instead of receiving Metrochek fare cards from a CSOSA Metrochek Program Administrator. Participants electronically download the dollar value of their authorized monthly Metrochek benefit to a WMATA-registered SmarTrip card account using special kiosks located at the entrance of each Metrorail station.

The SmarTrip card is a permanent plastic fare card purchased from WMATA that allows participants to store both Metrochek and personal funding for use on Metrorail. WMATA currently charges \$5.00 for each SmarTrip card; purchase price is the sole responsibility of the employee. Registered SmarTrip cards are protected against loss and can't be demagnetized like paper fare cards.

For further information on the SmarTrip card, visit <http://www.wmata.com/riding/smartrip.cfm>. For further information on using the SmarTrip card as part of CSOSA's Transit Subsidy Program, click the SmartCard on the CSOSA Intranet homepage. Lisa McRae, Office of Financial Management is the Agency's Transit Subsidy program manager and she can be reached at (202) 220-5307 for further information.

Office of Human Resources INFO TIP OF THE MONTH:



OHR OFFICE HOURS AT CSOSA LOCATIONS

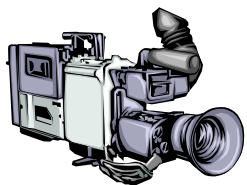
**JANUARY– APRIL 2004
TUESDAYS, 9AM-1PM**

Benefits Officer Schedule

| | |
|---------|---------------------------------|
| 1/20/04 | 633 Indiana Ave., NW, Room 1231 |
| 2/03/04 | 800 N. Capitol Street, NE* |
| 2/17/04 | 1418 Good Hope Road, SE* |
| 3/02/04 | 3850 S. Capitol Street, SE* |
| 3/16/04 | 1707 Kalorama Road, NW* |
| 3/30/04 | 401 New York Avenue, NE* |
| 4/13/04 | 1230 Taylor Street, NW* |
| 4/27/04 | 25 K Street, NE* |

**Location or room number to be determined*

Employees can always reach us at our 17th Street location (808 17th Street, N.W.), on our individual telephone numbers, by e-mail, by interoffice mail, and in person via Metro at the Farragut West station (Blue-Orange lines) or the Farragut North station (Red line). Vacancy announcements and certain forms will continue to be available in the 8th floor elevator lobby at 633 Indiana and on the *CSOSAWeb*.



SPECIAL THANKS

The Office of Human Resources and the Office of the Associate Director for Community Supervision Services (CSS) would like to thank all SCSOs and CSOs who participated in the **CSOSA Recruitment Video Project** during the month of December. You all looked great and you did a fantastic job articulating what makes working for our agency so rewarding. We truly appreciate your representation and commitment.

Employee Focus

NEW EMPLOYEES FOR THE MONTH OF NOVEMBER

Office of Equal Employment Opportunity
Lurethia U. Johnson

Office of Information Technology
Martha A. Cain
Daniel B. Harrison

1 YEAR ANNIVERSARY WITH CSOSA AS OF 11/30/03

Darryl L. Anderson
Michael A. Bonds
Freddie C. Burnette
Inlan Lo
Jack S. Monell

5 YEARS OF GOVERNMENT SERVICE AS OF 11/30/03

| | |
|---------------------------------|---------------------------|
| Clarence C. Anderson, II | Kimberly M. McCrae |
| Rochelle L. Durant | Immanuel J. Myles |
| Lystra Findley | Keniti U. Pinkett |
| Stacy G. Funches | Kimberly R. Taylor |
| Shrita L. Kaymore | David G. Thompson |
| Yolanda N. Kent | Akil D. Walker |
| Teesha M. King | Mark A. Williams |

10 YEARS OF GOVERNMENT SERVICE AS OF 11/30/03

Thecla Gaines
Rolanda N. White

20 YEARS OF GOVERNMENT SERVICE AS OF 11/30/03

Alice E. Harper
Shirley A. Hodges
Patrice Richardson

Congratulations to the CSOSA Family!



Health & Fitness

FIGHTING THE FLU THIS SEASON: RAISE YOUR FLU I.Q.

(Adapted from WebMD Health)



Flu season started early this year and is hitting hard across the U.S. And to make matters worse, there are some new strains of the flu virus that may make the illness harder to fight. So, how much do you really know about the flu? Lately, lots of fallacies are getting mixed with the facts. To help clear things up, the CSOSA Newslink offers these answers some frequently asked questions:

❖ *How is the flu usually transmitted?*

Usually flu is spread by oral secretions -- most often by breathing in droplets expelled into the air by an infected person's cough. These droplets can land in your eye or nose; or they get on your face and you touch your face and then touch your mouth or rub your eyes or scratch your nose. If you shake hands with a person who is coughing or sneezing, it would be a good idea to wash your hands. If you find yourself on an elevator with someone who is coughing or sneezing, the best thing you can do is turn away. You can also get the flu from sharing cups, glasses, or other household objects used by a person who has the flu.

❖ *What is the incubation period for the flu?*

When you get infected with the flu virus, it multiplies quietly in body until you get symptoms of the disease and start excreting enough virus to give to someone else. That's the incubation period. For the flu, it is about two to five days. So if you are exposed today, you probably won't have any symptoms for three to five days. Then you have a little headache, maybe a few aches and pains and maybe a low fever. Then, the next day, you have a high fever and a runny nose.

❖ *How long are you contagious?*

Most adults are contagious for about five to seven days.

Note: According to the CDC, people with lowered immune systems -- such as people with AIDS or people taking drugs to prevent transplant rejection -- can shed flu virus for weeks or months after infection.

❖ *How long does the virus live on the phone, desk, etc?*

It depends on the moisture in the air and the temperature of the room.

❖ *Can you kill the virus with disinfectants?*

Yes. Alcohol or anything that kills other germs would work.

❖ *Can you get the flu from the flu vaccine? What symptoms can you get from the flu vaccine?*

No. The flu shot is just killed virus. The FluMist spray vaccine is a live, weakened form and when you get it you may have some mild symptoms as if you were starting to get flu. You might even briefly have a runny nose, but you won't get the flu.

Note: Some people may, by coincidence, get a cold or other respiratory infection soon after vaccination. This is not flu caused by the vaccine. According to the CDC, the most common flu vaccine side effect is a sore arm where you got your flu shot. Children and others who have never before had the vaccine may have some fever, muscle aches, or other flu-like symptoms after vaccination. These symptoms can begin as soon as six to 12 hours after vaccination and last for one or two days. The CDC says that the influenza vaccine does not affect the safety of breastfeeding mothers or their infants.

SOURCES: Dennis Clements, MD, PhD, professor, contagious diseases and pediatrics, Duke University Medical Center; Medical Director of PDC Primary Care, Duke Clinic. CDC, "Prevention and Control of Influenza" Morbidity and Mortality Weekly Report Recommendations and Reports, April 25, 2003; Volume 52.

Variety Pages



CSOSA'S ANGEL TREE PROJECT GIVES THE GIFT OF GIVING TO STAFF

*Submitted by Erika N. Evans,
Special Assistant for Communications*

Hats off to all those who participated in CSOSA's annual Angel Tree Project in December! Special thanks to Gail Francois and the entire project committee who coordinated this special effort in the spirit of making sure many of the District's children received gifts during the holiday season.

Like many of the schools sponsored by CSOSA this year, Turner Elementary (located in S.E. Washington, D.C.) opened their doors to CSOSA staff with gratitude on December 18, 2003. Several girls and boys gathered in the school's library to enjoy holiday cookies and punch while they listened intently for their names to be called. One-by-one, each student in attendance was handed a gift from the CSOSA staff members, who like me, delighted in seeing the children's faces light up. "The holidays can get hectic, but events like these remind me what the holiday season is really all about...giving", said Agency Benefits Officer Tony Mitchell. Turner's Principal, Ms. Marcia Parker was overjoyed by the agency's donations, and like a true educator, she highlighted a lesson in the experience that the children could walk away with. "These folks care about you, and they want to see you do the right thing so you don't wind up in the Criminal Justice System", she said

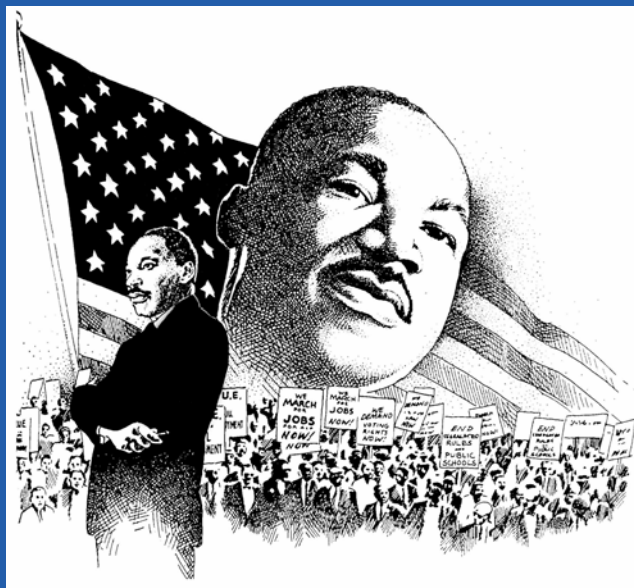
I really enjoyed being able to see the end-result of participating in the Angel Tree Project. The time I spent perusing the toy store to pick out gifts for the children whose names I chose was nothing compared to the warmth I felt hearing the children say in unison, "Thank you Ms. Evans". I look forward to participating next year!



Pictured from left to right: Turner Elementary Administrative Assistant Ms. Sharon Harris, Human Resources Specialist Dana Lintz, Principal Marcia S. Parker, Senior Network Engineer Don Cuffee and Agency Benefits Officer Tony Mitchell

Celebrating the Life and Legacy of Dr. Martin Luther King, Jr.

All staff are welcome to join us in celebrating the birthday of Civil Rights Leader Dr. Martin Luther King, Jr. (1929-1968), as we pay tribute to his life's work and salute ethnic diversity in our communities.



"A Day On...Not a Day Off!"

JANUARY 21, 2004

11:00 AM

**633 INDIANA AVE., NW
6TH FLOOR, ROOM 4AB**

♦♦♦♦♦♦♦♦♦♦

**GUEST SPEAKER:
REVEREND WALTER E. FAUNTROY**

**WITH PERFORMANCES BY THE
HOWARD D. WOODSON
SENIOR HIGH SCHOOL CHOIR**



Bulletin Board



Thanks to **"TEAM OGC"**
for the wonderful job they did with this year's
Combined Federal Campaign (CFC).
They certainly encouraged me to give a little more!

- From Special Assistant Joyce Bynum
Office of Management and Administration

CSS, Branch IV welcomes
newly promoted SCSO **Lori Huff-Herald** (Team
#11), Branch Secretary **Carmen Brevard**
and new CSO Academy Graduates
Ebony Rubio (Team #11)
and **Ingrid St. Villier** (Team #40)

The CSOSA Family extends its deepest sympathy to
Director **Paul A. Quander, Jr.**

&

Personnel Staffing Specialist **Etheleen Harris**
in the loss of their beloved family members
during the month of December 2003.

Congratulations to
Community Supervision Assistant **Donna Sewell**
of Team #11
who gave birth to a healthy 7 lb., 8 oz. baby boy
on December 7, 2003.

Branch Chief Valerie Collins proudly announces
the birth of her nephew Stacy Funches, II,
son of CSO **Stacey Funches**. Baby Funches was
born November 27, 2003 and weighed 6 lbs. and 1 oz.

Congratulations
from the Training and Career Development Center
to Community Supervision Assistant **Shawn Parker**
who graduated from the USDA New Leader Program on
December 12, 2003



Birthday Announcements

Happy Birthday to CSO **Ricky J. Shoulars** (12/24)
- From your TAP Family

Happy Birthday to CSO **Kimberly Howard**
- From the 3rd Floor Birthday Club at 25 K Street, NE

Management & Administration sends
Happy Birthday Wishes to
Joyce Bein (12/6),
Marketia Davis (12/15),
and **Mike Olson** (12/14)

The Training and Career Development Center
would like to wish
Pereuna Johnson (12/19)
Happy Birthday

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expecting “more than they used to.” Not surprisingly, many of the complaints center around the expectation that staff arrive on time, provide quality service, be attentive to clients and follow policy. From my perspective management is doing exactly as they should.

CSOSA has had an unquestionable impact on public safety in the District of Columbia. Our efforts have been recognized on Capitol Hill as well as by the Mayor’s Office, City Council, ANCs, other community groups and individual citizens. In just a few short years we have made sweeping improvements to community supervision largely due to each employee’s willingness to adhere to the basics of coming to work on time, following established policy and producing a quality product.

It is time that we move beyond petty bickering about personalities and supervision styles. The agency has worked hard to bring caseloads down to manageable levels, establish and maintain comfortable work environments, purchase new state-of-the-art equipment, reward good performance, provide opportunities for professional development and even sponsor an occasional social event as a way of expressing our appreciation. The support from Congress that has allowed CSOSA to do all of those things comes with its own set of rigorous performance expectations and is contingent upon our ability to perform. Let us accept that fact and continue to produce uncompromising results.

- Director Paul A. Quander, Jr.

NEWSLINK QUOTE OF THE MONTH

**“Treat people as if they were what they ought to be,
and you’ll help them to become what they are capable of becoming.”**

*- Johann Wolfgang Von Goethe (1749-1832)
German Poet, Dramatist, Novelist*

NOTE FROM THE EDITOR:

This concludes another year and another edition of the CSOSA Newslink. If you have an idea or an event that you would like covered in future publications, please feel free to contact me via e-mail or phone. Remember, you ARE the Newslink! Thanks for your continued support.

Erika N. Evans

Newslink Editor & Coordinator

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